

(6) Develop and submit to the **MILSBILLS** administrator a single, coordinated DoD Component position on all system revision proposals within the time limit specified by the **MILSBILLS** administrator.

(7) Participate in system surveillance, through onsite visitations in coordination with the **MILSBILLS** administrator.

b. Implement approved systems and revisions thereto and provide the **MILSBILLS** Administrator with semiannual status information concerning implementation of approved system revisions. This information shall be submitted within **15** working days after the end of a designated semiannual cycle and shall begin with the first cycle following publication of the approved system change.

c. Accomplish internal training to ensure timely and effective **implementation** and continued operation of **MILSBILLS**. In addition, furnish copies of initial training instructions concerning **MILSBILLS** to the **MILSBILLS** administrator.

d. Review, evaluate, and update, at least annually, curricula of internal training programs to ensure adequacy of training.

e. Provide representation to joint system design and development efforts and evaluations of the DLSS in coordination with the **MILSBILLS** administrator.

f. Review internal procedures continually to eliminate and prevent duplication of records, reports, and administrative functions related to information provided by the **DLSS**.

g. Provide the DLA with an open rider requisition using **Standard Form 1**, "Printing and Binding Requisition," and bulk distribution lists to cover all printed changes to this manual and its supplement (DoD 4000.25-7-S1 (reference (b))). The Standard Form 1 will be sent to:

Hq, Defense Logistics Agency
Attention: **DLA-XPD**
Cameron Station
Alexandria, Virginia 22304-6100

h. Ensure that operating activities that support a **MILSBILLS** function comply with this manual and its supplement (reference (b)).

i. Furnish to the **MILSBILLS** administrator copies of supplemental and internal procedures, and changes thereto, related to the operation of **MILSBILLS**.

j. Report to the **MILSBILLS** administrator problems, violations, and deviations that arise during system operations.

F. FOCAL POINT COMMITTEE

1. Organization and Management. The **MILSBILLS** Focal Point Committee shall:

a. **Consist of** representatives from the DoD Components and other **participating** organizations for the **MILSBILLS**.

b. Be chaired by the **MILSBILLS** administrator.

c. Meet at least quarterly. Minutes of these meetings shall be distributed by the **MILSBILLS** administrator within 30 days.

2. Functions. The **MILSBILLS** committee shall participate in the development, implementation, and maintenance of the **MILSBILLS**.

3. Focal Point. The following have been designated as the office of primary responsibility or focal point for **MILSBILLS** matters within the following organizations:

Organization

Focal Points

Air Force

AFAFC/XSMM
Denver, CO 80279-5000
(AV 926-4781)

Army

Assistant Comptroller of the
Army (Finance and Accounting)
ATTN: **DACA-FAP-A**
Indianapolis, IN 46249-1026
(AV 699-3035)

Coast Guard

Commandant
U.S. Coast Guard
ATTN: G-FAD-I
Washington, DC 20593-0001
(FTS 755-7667)

Defense Automatic Addressing
System Office

Defense Automatic Addressing
System Office
ATTN: **DAAS-VL**
Gentile Air Force Station
Dayton, OH 45444-5320

Defense Logistics Agency

Comptroller
Defense Logistics Agency
ATTN: **DLA-CFS**
Cameron Station
Alexandria, VA 22304-6100
(AV 284-6224)

will be numbered "IC 3-2". The **MILSBILLS** administrator will distribute copies of interim changes as indicated in lists provided by the **MILSBILLS** focal points.

H. PROPOSED CHANGES

1. Activities proposing revisions to this manual or its supplement (reference (b)) will forward the proposal to **their** focal point.

2. If concurred with, the focal point will forward the proposed change to the **MILSBILLS** administrator:

Defense Logistics Standard Systems Office
ATTN: **DLSSO-B**
Cameron Station
Alexandria, VA 22304-6100

3. The following information must accompany proposed changes to this manual when they are forwarded to the **MILSBILLS** administrator:

a. Concept. A narrative description of the idea underlying the proposed change. What is the basic idea or problem?

b. Rationale. An explanation of the need for the change. Why is it a problem?

c. Interface. Known or potential impact on other DLSS or nonDLSS DoD **logistics** or financial system(s). Who should be involved with or know of this proposal?

d. Expected Benefits. Operational statement identifying known or potential advantages resulting from the proposed revision. Disadvantages, when known, should be also addressed.

e. Proposed Change. Proposed wording changes for this manual and other DoD publications upon which this change is contingent or is affected by the change.

4. The **MILSBILLS** administrator will promptly evaluate and, when appropriate, staff proposed changes to this manual with the **MILSBILLS** focal points. A consecutively numbered proposed **MILSBILLS** change letter (**PMCL**) will be prepared to staff proposals. A minimum of 60 days will be allowed for staffing.

5. Prior to submitting proposed changes to the supplement (reference (b)) focal points will ensure that:

a. Treasury account symbols are valid or provide conversion instructions for reporting on the Statement of Interfund Transactions,

b. Suffix/limit codes cited on department "97" appropriations are **valid as** determined by OSD (reference (d)), and that

c. DODAACs cited are listed in the DODAAD (reference (e)).

6. Changes to the supplement (reference (b)) will normally be approved and published without coordination. When a standard procedure or policy is involved a proposed change to the appropriate provisions of this manual must accompany the change to the supplement. Changes to fund codes which denote billing under **noninterfund** procedures must be staffed.

I. APPROVED CHANGES

1. Coordination. After a proposed change to this manual is approved, the **MILSBILLS** administrator will, in coordination with the **MILSBILLS** focal points, establish an effective date for the change. Coordination will be effected through agreements reached during DoD **MILSBILLS** focal point committee deliberations or, in most cases, through letters to the **MILSBILLS** focal points.

2. Preferred Implementation Date. Request for implementation date (RFID) letters will allow the **MILSBILLS** focal points a minimum of 60 days for staffing. Changes will normally be effective on April 1 or October 1. Preferred dates more than 1 year in the future will also indicate whether or not any portion of the approved change can be implemented with 1 year's notice.

3. Effective Date

a. Following receipt and evaluation of DoD Component and participating Agencies preferred implementation dates, the **MILSBILLS** administrator will select an effective date for changes to this manual. The approved change and its effective date will be formally announced by the **MILSBILLS** administrator through release of an AMCL.

b. Except for fund codes denoting billing under **noninterfund** procedures, changes to the supplement (reference (b)) will be effective as of the date (first of a month) indicated by the focal point. However, when the change is received by the **MILSBILLS** administrator less than 60 calendar days before the desired effective date, the change will be published effective the next scheduled period or as soon as possible.

4. Approved **MILSBILLS** Change Letters (AMCLs). AMCLS will be consecutively numbered and are provided to formally notify system participants of approved changes. AMCLS may also be used as planning documents to assist participants in any program or system design efforts which may be necessary to implement the changes. The **MILSBILLS** administrator will distribute copies of AMCLS as required by lists provided by **MILSBILLS** focal points.

5. Implementation. DoD policy (see section D) requires full implementation of **MILSBILLS**. If an approved change cannot be implemented as scheduled, the focal point must request approval for a deviation. Deviation requests must include a justification and show an understanding of the potential impact on other system participants. Deviation requests may relate to the implementation date, particular aspects of the change, or both. The administrator will attempt to resolve the request. Unresolved requests for deviation will be forwarded to the **ASD(C)** for decision.

J. SUPPLEMENTAL PROCEDURES

Supplemental procedures issued by DoD Components and participating agencies are authorized when additional detail instructions are required. The following publications supplement the provisions of this manual within the DoD Components and participating agencies:

1. Army: AR 37-12, Interfund Billing, Collection and Reporting Procedures;

2. Navy and Marine Corps: Navy Comptroller Manual; Volume 8, Chapter 6, Part B;

3. Air Force: AFR 177-101, Part Four, Chapter 27, Section K;

4. DLA: DLAM 7000.1, Accounting and Finance Manual, Chapter 11;

5. GSA: (a) FPMR-101.26-8, Discrepancies or Deficiencies in GSA or DoD **Shipments**, Material or Billings and

(b) FPMR 101-2.1 - Billings, Payments and Adjustments.

K. QUARTERLY STATUS REVIEW

The **MILSBILLS** administrator will disseminate the quarterly status review required (section E) by DoD Directive 4000.25 (reference (a)) within 2 weeks of the close of the quarter. The report will be in two parts, one for open proposals in process and another for approved changes which are effective during the reporting or a future period.

L. SEMIANNUAL IMPLEMENTATION STATUS REPORT (RCS: DD-MIL(Q&SA)1419)

1. Purpose and Report Control Symbol. DoD Directive 4000.25 requires the DoD **MILSBILLS** administrator to ensure uniform **implementation of** the Directive by securing from DoD Components and participating agencies, on a semiannual basis, status information concerning implementation of approved **MILSBILLS** revisions. The reporting requirement ends after a status of fully implemented throughout the Component or Agency is provided. The purpose is to identify and resolve problems prior to the effective date. The Directive assigned RCS: DD-MIL(Q&SA)1419 as the report control symbol.

2. Report Form. The report must provide, at a minimum, the following information:

- a. Title. Semi annual Implementation Status Report.
- b. Report Control Symbol. RCS: DD-MIL(Q&SA)1419
- c. As of Date. 1 January or 1 July
- d. Approved MILSBILLS Change Number.
- e. Effective Date. As indicated on the AMCL.

3. Due Date. The report must be forwarded to the Chief, Defense Logistics Standard Systems Office, ATTN: DoD MILSBILLS Administrator to arrive within 15 working days of the "as of" date of the report.

M. NONCOMPLIANCE WITH PRESCRIBED MILSBILLS PROCEDURES AND OTHER UNRESOLVED PROBLEMS

If reasonable attempts to obtain compliance with prescribed procedures or resolution of MILSBILLS related problems are **unsatisfactory**, the activity having the problem will request assistance from their MILSBILLS focal point. The request will include copies of all correspondence pertinent to the problem; such as, the **requisition** number, number and date of bill, billing office, and the shipping office. The focal points involved will take the necessary actions to resolve the issue or problem. Necessary actions may include requesting assistance from the MILSBILLS administrator. The MILSBILLS administrator will follow the procedures described in section E.

N. MINIMIZE CONDITIONS

When a minimize condition is imposed at a location, MILSBILLS documents and reports which are normally forwarded to that location via AUTODIN will be forwarded, instead, by regular mail for CONUS addressees and airmail for overseas addressees. If neither the originating office nor DAASO is under minimize, MILSBILLS documents and reports may continue to be forwarded to DAASO via AUTODIN for further routing to the end destination.

O. SIMULATED MOBILIZATION EXERCISE

DI code "H" series transactions have been reserved for use during simulated mobilization exercises in lieu of the normal "F" series DI codes. Although use of the "H" series DI codes is not mandatory, when exercises call for generating records prescribed by MILSBILLS, use of the "H" series DI codes is recommended.